

POSITION DESCRIPTION**Senior Custodian 2
BC-3****Town of Needham****Municipal Building Maintenance****6/99*****Duties***

Under general supervision of the Supervisor of Custodial Services of the Municipal Building Maintenance Department supervise and perform custodial and general building maintenance duties at an assigned large or major public building facility in the Town of Needham.

Lead and instruct custodial staff on all shifts directly or through a Senior Building Custodian I in the execution of their duties. Assign duties and work schedules to subordinates.

Exercise leadership skills and good judgment in supervision of subordinates and interaction with building occupants, including staff, visitors, students and/or the general public.

Directly responsible for building cleanliness, sanitizing, and sanitation, including immediately adjacent grounds.

Inspect building structural, mechanical, and plumbing components as well as building hardware and furniture. Make repairs where applicable and report more extensive work requirements to Municipal Building Maintenance through established work order procedures. May perform rough carpentry, painting and minor plumbing and electrical repairs.

Perform routine building maintenance activities such as: checking boilers and burners, oiling fuel pumps, taking and reporting oil tank readings, cleaning oil strainers, changing unit ventilator filters, replacing light bulbs, clearing snow and ice from stairs, entrances, and walkways, and other duties as determined by the supervisor.

Coordinate custodial and routine maintenance services with the department head or designee of the assigned building. Participate in reviewing custodial and general maintenance issues and requests, prioritizing responses, determining needs and requisitioning trades staff services. May attend related administrative meetings.

Directly responsible for total storage and disposal of materials as well as ordering and requisitioning custodial supplies through the Municipal Building Maintenance or warehouse. Check in and coordinate building delivery or storage of all deliveries of maintenance, custodial, educational, library, administrative and/or food service supplies as directed. May participate in purchasing of related materials.

Responsible for maintaining building security and safety including opening or closing of the building at the beginning of each day, instructing subordinates in securing building during and at end of the day, and responding to "call back" situations from alarm company on a 24-hour basis.

Maintain records of subordinates' attendance and performance; evaluate performance and counsel staff, referring disciplinary issues to the supervisor.

Perform other such duties as supervisor deems reasonable and appropriate, such as but not limited to moving furniture, picking up and delivering materials, removing graffiti, minor repairs, painting, etc. Perform other related duties as assigned.

Basic Knowledge

Duties require completion of four years of high school or equivalent, including knowledge of cleaning techniques, building operations and supervisory skills.

Experience

Position requires five years of experience in custodial services, including supervision.

Independent Action

Incumbent works under general supervision of the Supervisor of Custodial Services or the Director of Municipal Building Maintenance of the Municipal Building Maintenance Department referring to the supervisor on disciplinary problems and changes in operating procedures.

Supervisory Responsibility

Responsible for daily supervision of staff of 2-10 custodial personnel, restitution workers and/or volunteers.

Physical and Environmental Standards

- Continuous walking, standing, climbing, and frequent periods requiring sustained uncomfortable positions.
- Frequent periods spent bending, stooping and lifting moderately heavy objects, work on ladders, scaffolding, roofs, catwalks and high places as well as in confined spaces such as steam tunnels, crawl spaces, and limited access mechanical rooms.
- Regular and sustained periods of strenuous physical exertion.
- Operation of equipment that causes loud noise level and high vibrations.
- May require the exercise of caution when operating heavy equipment and handling chemicals or other toxic materials, and the utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.